Life Insurance

Diskette Lodgement System

User Manual

Version 5

Introduction

This manual accompanies the APRA diskette lodgement system (DLS). Installation instructions are on a separate sheet.

Sections 1 and 2 describe how to use the system; and what is expected from companies when they have completed entering the returns.

Section 3 provides APRA Help Desk details and some additional technical information which may be of interest to some users.

Section	What's involved?	Page
1. Using the System	• Getting Started	**3**
	• Using the Main Screen & opening forms	**3**
	• The 'APRA' menu	**4**
	• Viewing form-specific instructions	**5**
	• Entering information	**6**
	• Nil Returns	**6**
	• Units	**6**
	• Printing	**6**
	• Number Formatting	**6**
2. Signing-Off	• Validating the information	**7**
	• Copying to Disk	**8**
	• Sending to APRA	**8**
	• Due dates	**9**
3. Additional Information	• Software and Hardware requirements	**10**
	• Directory structure and file naming convention	**10**
	• HELP! Desk	**12**

1. Using the System

Note

1. DLS defaults to, and operates best in, Excel's full screen mode. If preferred, the screen can be set back to normal via the *View, Full Screen* pull down menu option.

2. Please ensure that you regularly save any files you are working on.

Getting started

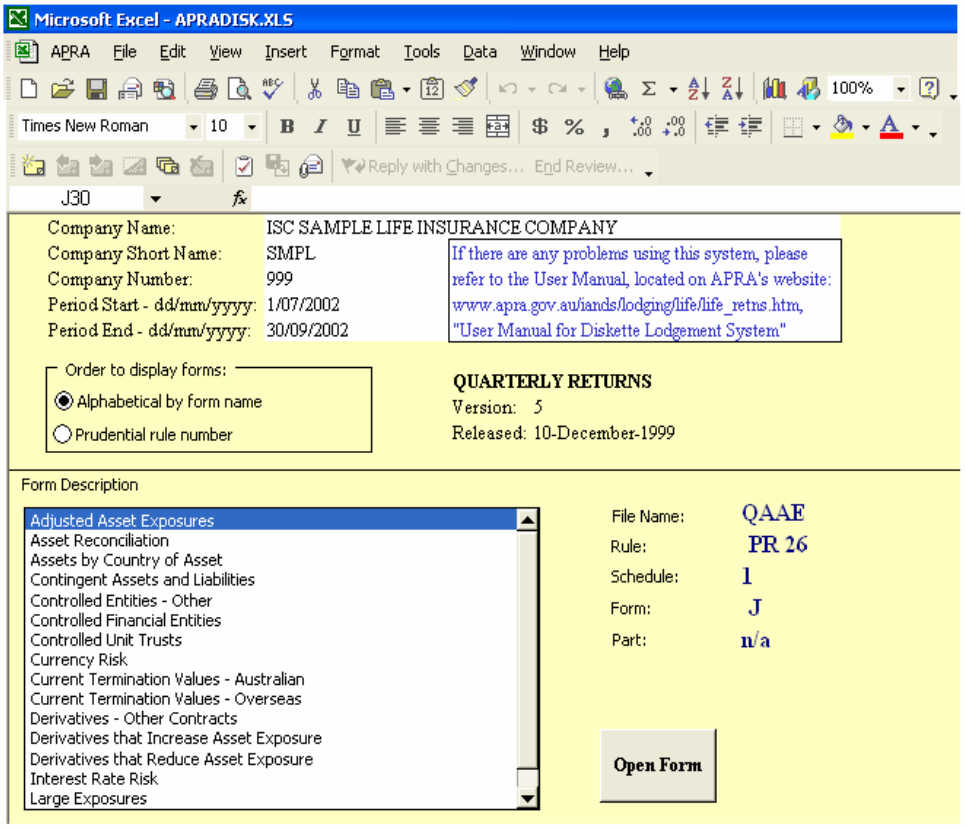
The DLS Main Screen can be activated via :

- an icon (see bottom of separate Installation instructions), or
- Windows Explorer \APRALIFE\APRADISK.XLS, or
- Excel by opening the \APRALIFE\APRADISK.XLS file.

When you first use the DLS, you will be presented with a screen asking which group of returns you wish to process. Assuming you save the APRADISK file on exiting, this screen will not appear again. You will be able to change to other groups of returns with the APRA, *Quarterly Returns* etc menu options.

Main Screen

This screen appears each time you open the DLS. It has a list of all the forms relevant to the group of returns (Quarterly, Half-yearly, Annual) you selected. The forms can be sorted either alphabetically or in accordance with the Prudential Rules reference numbers.


Microsoft Excel - APRADISK.XLS
APRA File Edit View Insert Format Tools Data Window Help
Times New Roman 10
Reply with Changes... End Review...
J30
Company Name: ISC SAMPLE LIFE INSURANCE COMPANY
Company Short Name: SIMPL
Company Number: 999
Period Start - dd/mm/yyyy: 1/07/2002
Period End - dd/mm/yyyy: 30/09/2002
If there are any problems using this system, please refer to the User Manual, located on APRA's website: www.apra.gov.au/iands/lodging/life/life_retns.htm, "User Manual for Diskette Lodgement System"
Order to display forms:
Alphabetical by form name
Prudential rule number
QUARTERLY RETURNS
Version: 5
Released: 10-December-1999
Form Description
Adjusted Asset Exposures
Asset Reconciliation
Assets by Country of Asset
Contingent Assets and Liabilities
Controlled Entities - Other
Controlled Financial Entities
Controlled Unit Trusts
Currency Risk
Current Termination Values - Australian
Current Termination Values - Overseas
Derivatives - Other Contracts
Derivatives that Increase Asset Exposure
Derivatives that Reduce Asset Exposure
Interest Rate Risk
Large Exposures
File Name: QAAF
Rule: PR 26
Schedule: 1
Form: J
Part: n/a
Open Form

HELP: If you press the [Open Form] button, and the DLS opens what appears to be the incorrect form, please check whether the 'Form Descriptions' match with your 'Order to Display Forms' selection. You may have inadvertently used the vertical scroll bar in Excel to display the other list of forms without changing the sort order button. To fix this, please re-click on one of the 'Order to Display Forms' buttons.

To open a form

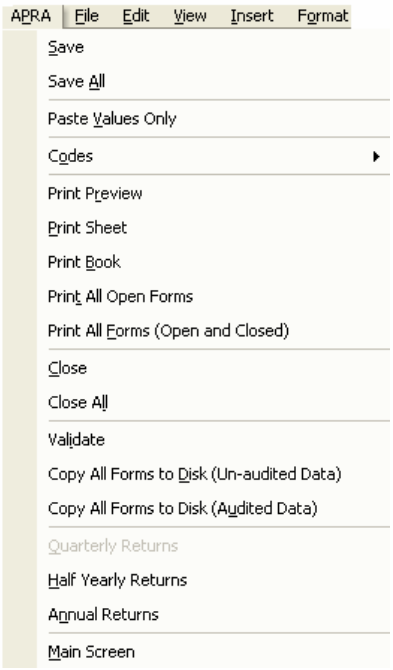
1. Enter the start of the period in the Period Start field. The end date will then be automatically calculated. (Note it is possible to overwrite the calculated end date if necessary.) When changing from one group of forms to another, for example Annual to Quarterly it is necessary to re-enter the start date for that group of forms.

2. Choose the [Order to display forms] by clicking on one of the 'radio buttons'.

3. Highlight the individual form name and press the [Open Form] button. (Note that Excel does not support double clicking in a list box - double clicking on the name of the form will therefore *not* open the form).

APRA Menu

An APRA menu has been added to the normal Excel menu items. This APRA menu contains some options already available through other Excel menus (e.g. Save) and options to perform DLS specific functions. The APRA menu looks like this:



Save	Saves the currently displayed form
Save All	Saves all the currently open forms
Paste Values Only	Allows data to be pasted onto the form, preserving the APRA formatting (borders, colours, etc)
Codes	Has sub-menus for displaying/printing country and currency codes required for quarterly Forms A (Assets by Country of Asset) and B (Currency Risk) respectively.
Print Preview	Displays the current form as it will be printed
Print Sheet	Prints the current sheet for the current form

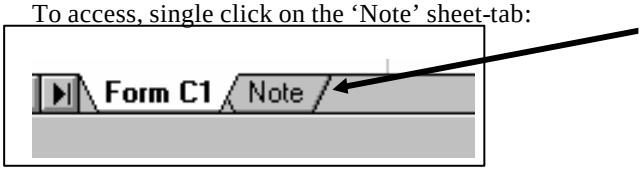
Print Book	Prints all sheets for the current form, excluding the form notes
Print All Open Forms	Prints all the currently open forms, excluding the form notes
Print All Forms (Open and Closed)	Prints all forms (open and closed), excluding the form notes. *For the quarterly forms Large Exposures (Q_LE), Controlled Unit Trusts (QCUT), Other Controlled Entities (QOCE), Controlled Financial Entities (QCFE) and Other Derivative Contracts (QODC), you may need to adjust the Print Areas to ensure all details on the form are printed.*
Close	Closes the form currently displayed.
Close All	Closes all open forms.
Validate	Runs the Validation report to highlight any data errors. This can be run at any time. See page 7 for more detail.
Copy All Forms to Disk (Un-audited Data)	Copies forms to diskette for sending to the APRA. See page 8 for more details.
Copy All Forms to Disk (Audited Data)	Also copies to disk, but is only used for 4th quarter (corresponding to balance date) quarterly returns being lodged after audit process is complete. See page 8 for more details.
Quarterly, Half Yearly & Annual Returns	Switches the DLS between each set of returns.
Main Screen	Returns to the main screen.

Form Notes

Each form has on-line instructions attached to the form as a separate worksheet.

You are strongly encouraged to read these notes before attempting to enter information on the return.

To access, single click on the 'Note' sheet-tab:

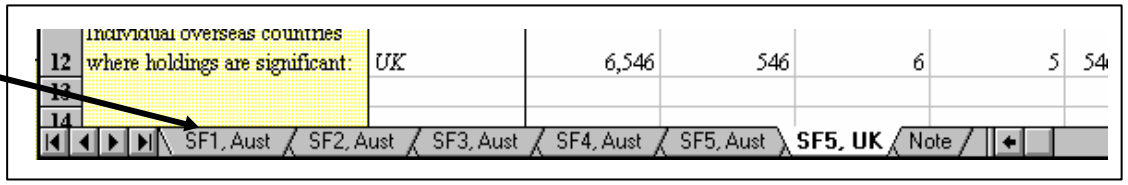


To return to the form, single click on the sheet-tab with the form name, or Statutory Fund etc name depending on the nature of the specific form.

If you have suggestions for improvements to the notes, please contact the APRA Help Desk.

Entering information

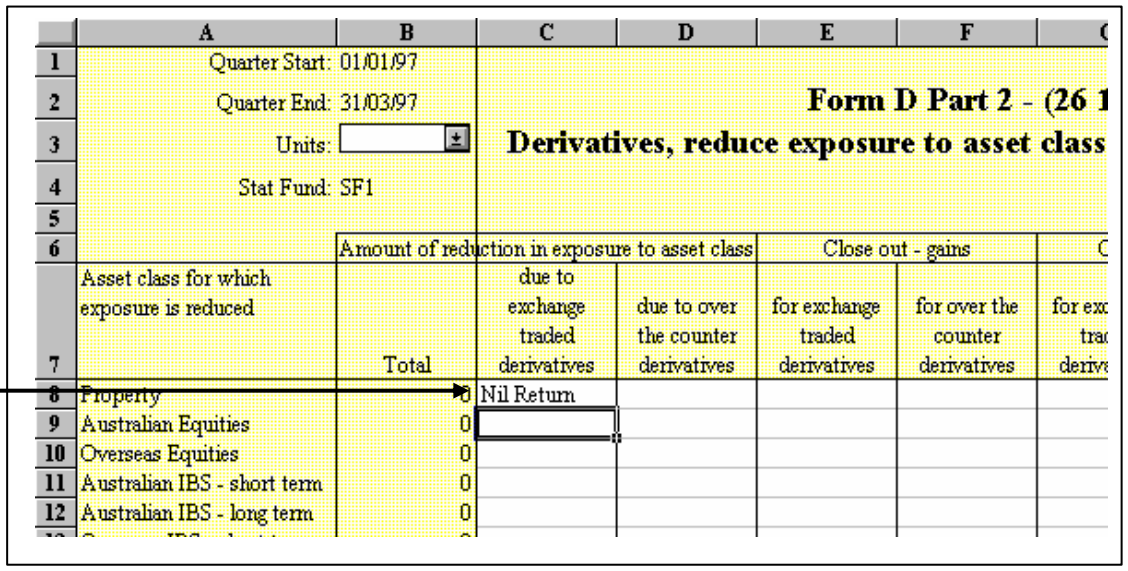
Depending on the form selected via the APRA main screen, you may be using a single or multi-sheet form. Multi-sheet forms represent paper forms made up of more than one sheet of paper. For example, the "Assets by Country of Asset" form has separate sheets for each combination of Stat Fund and Country of Policy Liability.


Individual overseas countries
12 where holdings are significant: UK 6,546 546 6 5
SF1, Aust SF2, Aust SF3, Aust SF4, Aust SF5, Aust SF5, UK Note

When entering data, you can type one cell at a time or 'copy and paste' from an existing spreadsheet. If you 'copy and paste' the APRA, *Paste Values Only* menu option is useful to preserve formatting (borders, colours, numeric formatting '0,000').

Nil Returns

If a form is not applicable to your company (for example, because Derivative contracts don't exist for a given Statutory Fund), please check the Note sheet to see if the words 'Nil Return' are required on the form. If so please type the words "Nil Return" in the first available cell on the form.


Quarter Start: 01/01/97
Quarter End: 31/03/97
Units:
Stat Fund: SF1
Form D Part 2 - (26 1
Derivatives, reduce exposure to asset class
Amount of reduction in exposure to asset class
Close out - gains
Asset class for which exposure is reduced
Total
due to exchange traded derivatives
due to over the counter derivatives
for exchange traded derivatives
for over the counter derivatives
Property 0 Nil Return
Australian Equities 0
Overseas Equities 0
Australian IBS - short term 0
Australian IBS - long term 0

If applicable, Nil Return must be recorded *on each sheet* of multi-sheet forms.

Units

Please nominate the units (whole $, thousands of $, or millions of $) appropriate for each form. See Cell B3 in the above picture. The default is $'000 (thousands of $).

Printing

The most efficient way to print forms is with the Print options in the APRA menu. These options enable printing of parts of forms; whole forms; groups of open forms; and all forms. Normal Excel options (*File, Print* and the *Print* toolbar button) will only print the selected sheet for the current form, and the header information (company name and date printed) may be incorrect.

APRA has endeavoured to format the forms so they print on a minimum number of pages. However, for some quarterly forms, some companies with large numbers of statutory funds may need to go into the *File, Page Setup* menu and adjust the Print Area, Scaling or Margin options to further reduce the number of pages printed.

Number formatting

Numbers on all forms have been formatted to display thousands of $ with no decimal places. This does not prevent you from entering the number 123,456.78 (which might represent the value $123,456,780 when reported with the units = $'000), but the screen will display it as 123,457 (notice the rounding to nearest whole number).

Excel will still recognise the full value, including decimals, when performing calculations (including total formulas).The level of precision on various forms may have an impact on the various cross form validation checks. Please see the **Validation** section on page 7 for more information.

2. Signing-Off

Validation

Validation can be run at any time from the APRA, *Validation* menu option. It produces a file displayed in Excel, which can be printed out and may produce warning and/or error messages.

WARNINGs should be investigated closely, but they will not prevent you from copying to disk and sending the information to APRA. Please include a printout of any unresolved Warning messages when the disk is submitted as this information will be needed when your data is analysed.

ERRORs must be corrected as these messages will prevent you from copying to disk and sending the information to APRA. If you encounter Error messages that you believe are incorrect, please contact the APRA Help Desk.

Programmed validations are:

- double checking of all on-screen formulas in the forms;
- checking to ensure that valid country and currency code values are used on Quarterly Forms B (Assets by Country of Asset) and E (Currency Risk);
- cross form validation checks between various forms. These cross checks are described individually in the applicable Note sheets, and the annual checks are summarised in an attachment to this manual.
- checking for text in the forms, except where it is clearly required for example if the Note Sheet asks for 'Nil return' or 'Linked' to be entered in the first available cell.

Note that the cross form validation programs require all numbers to *match exactly, including any unseen decimal places* due to the number formatting. APRA is aware that this may cause administrative difficulties for some companies. In these cases, the following points may be useful:

- rounding all values to the nearest whole number may satisfy the cross form check. This can be done via the *Tools, Options, Calculation* menu. Check the box marked *Precision as Displayed*.
- the annual cross form validations are programmed to produce Warnings, rather than Errors, where numbers aren't equal. This tolerance is only intended to satisfy rounding concerns, and all other cases where numbers don't equal may be queried by APRA. Accordingly APRA asks that all messages due to problems other than rounding be resolved before submitting the returns.

Copy to disk

All forms must be completed before attempting this option. Failure to do so will result in an error message.

The two *APRA, Copy Forms to Disk* menu options step through 3 processes:

1. Automatically validates the information. Note that processing will stop if Errors or Warnings are detected;

2. Creates and prints a "Sign-off Report" containing key information based on the data. This must be signed by the principal executive officer or other person prescribed in the Prudential Rules (such as chief financial officer, appointed actuary or compliance manager) and included with the disk when it is sent to APRA.

The Sign-off Report contains authentication information related to the diskette files. If this authentication information does not match the diskette files, APRA cannot be sure that the diskette returns contain the same information that was signed off by the authorised person.

If the automatically printed version of the Sign-off Report

- is lost, it can be retrieved by opening and printing the file a:\filelist.xls.

- prints with "#####" in the size, date or time columns, it may be because your default font is larger than expected. Use Tools, Options, General, Standard Font to set the font to Times New Roman size 12. Re-start Excel and re-print the report as described above.

3. Copies forms to a disk to be sent to APRA. For many companies, this may require two disks.

The two Copy Forms to Disk options are:

- **Un-audited data** - should be used for all annual and half-yearly returns; and for all initially-lodged quarterly returns (within 6 weeks),

- **Audited data** - is *only* to be used for lodging audited quarterly returns (see detail under '**Due Dates - Quarterly**' heading below.

Sending to APRA

Please include the Sign-off Report with the diskette/s when sending to APRA.

If the authentication information on the Sign-off Report does not match the file details on the diskette, APRA will return the report and diskette, and ask for another report and diskette.

> When sending the diskettes to APRA, please do not use bulldog or paper clips on the diskette. It is also important to package the diskettes carefully to avoid any possible damage or corruption of the data in transit.

Please address diskette returns and related correspondence to:

APRA
Statistics (Life Insurance)
GPO Box 9836
Sydney
NSW 2001

Due Dates

Annual within three months after the end of the year to which they relate. Please use the *APRA, Copy to Disk (Un-audited data)* menu option.

Half-Yearly within six weeks after the end of the half-year to which they relate. Please use the *APRA, Copy to Disk (Un-audited data)* menu option.

Quarterly within six weeks after the end of the quarter to which they relate. Please use the *APRA, Copy to Disk (Un-audited data)* menu option.

In addition, audited returns are due within three months after the quarter corresponding to the company's balance date. At this point, the companies should provide:

> Audited paper returns + diskette returns (which may or may not contain revised data) + Sign-Off report (using the *APRA, Copy to Disk (Audited data)* menu option).

The table below summarises these quarterly requirements:

	Q1	**Q2**	**Q3**	**Q4 (balance date)**
6 weeks	diskette + sign-off report	diskette + sign-off report	diskette + sign-off report	diskette + sign-off report
3 months	-	-	-	Audited paper returns + diskette + sign-off report

3. Additional Information

Software and Hardware Requirements

Being a MS Windows based application, DLS requires the following:

- A PC running Windows 95 or the Windows NT platform and Excel 97

  It will not operate on the Windows' 3.1 or the OS/2 operating system.

The PC also needs the following:

- 3½" diskette drive; and
- 10 Mb of hard disk space, for initial installation, and operation of the DLS. It should be noted that as you add data over time, this requirement will grow. You may wish to archive old data if the demands become too great.

DLS can be placed on a hard or network drive of your choice. Please note DLS has NOT been designed for multi user operation.

Windows Requirements

- To ensure that dates are displayed in the dd/mm/yyyy format, please follow these instructions:
  - Click on the "Start" icon
  - Select Settings.
  - Choose the Control Panel icon.
  - Choose the Regional Settings icon and ensure that the language is set as English (Australian)
  - Select the Date "tab"
  - Select dd/MM/yyyy in the Short Date Format and Long Date Format drop down menus.
  - Ensure that Separator: is recorded as
  - Choose [OK].
- If these settings are not made, the DLS will give you a message advising that they should be made.
- During installation there must not be any other Visual Basic applications running.

Directory Structure

The main program files and blank forms are stored in the:

\apralife\
quartrly\
halfyear\
annual\

directories on the drive you nominated during the installation process.

Once you begin entering data onto the forms, these will be stored in the respective directories:

- \apralife\
  quartrly\qdata\
  halfyear\ hdata\
  annual\adata\

File Naming Convention

The name of each form has been shortened to a four character code. The codes, with form names ordered by the Prudential Rules reference, are:

			PR	Schedule	Form
Quarterly	QSOA	Statement of Assets	26	1	A
	QACA	Assets by Country of Assets	26	1	B
	QCFE	Controlled Financial Entities	26	1	C1
	QOCE	Other Controlled Entities	26	1	C2
	QCUT	Controlled Unit Trusts	26	1	C3
	QDIE	Derivatives that increase asset exposure	26	1	D1
	QDDE	Derivatives that decrease asset exposure	26	1	D2
	QODC	Other derivative contracts	26	1	D3
	Q_CR	Currency Risk	26	1	E
	Q_LE	Large Exposures	26	1	F
	QIRR	Interest Rate Risk	26	1	G
	QCAL	Contingent Assets and Liabilities	26	1	H
	QAAE	Adjusted Asset Exposures	26	1	J
	QTVA	Current Termination Values - Australian	26	1	K1
	QTVO	Current Termination Values - Overseas	26	1	K2
	Q_AR	Asset Reconciliation	26	1	L
Half-yearly	HABA	Advisers And Broking Agreements	26	2	A
	HCTC	Complaints by Type of Complaint	26	2	B1
	HCTO	Complaints by Type of Outcome	26	2	B3
	HCTP	Complaints by Type of Product/Distribution	26	2	B2
	HNPA	Individual New Policies	26	2	C1
	HNPR	Individual Replacement Policies	26	2	C2
	HPMD	Premium Movement Statistics - Gross Direct Business	32	-	1
	HPMR	Premium Movement Statistics - Inwards Reinsurance Business	32	-	2
	HAUM	Assets Under Management - Retained Business	32	-	3
Annual	AP&L	Profit and Loss Account	35	1	A
	A_BS	Balance Sheet	35	1	B
	ASCF	Statement of Cash Flows	35	1	C
	AORP	Operating and Retained Profits	35	2	B
	ASSI	Summary of Shareholders' Interests	35	2	A
	ASRF	Solvency Requirements	35	2	C
	A_IP	Insurance Premiums	35	2	D
	A_IR	Investment Revenue	35	2	E
	A_PP	Policy Payments	35	2	F
	A_OE	Operating Expenses	35	2	G
	AMPL	Movements in Policy Liabilities	35	2	H1/2
	ACPL	Components of Policy Liabilities	35	2	H3
	ASOP	Statement of Sources of Operating Profit	35	2	I
	A_SD	Subordinated Debt - Aggregate Amounts	35	2	J
	ASPL	Segmented Profit and Loss Account	35	2	K2/3
	ASBS	Segmented Balance Sheet	35	2	K4/5
	ASRP	Segmented Operating Profit & Retained Profits	35	2	K6
	ANPL	Net Policy Liabilities	31	-	A
	ANEB	New and Existing Business	31	-	B
	APLP	Net Policy Liability Valued by Projection Method	26	3	A1
	APLO	Net Policy Liability Valued by Other Methods	26	3	A2
	ASOL	Solvency	26	3	B1/2
	ASRS	Solvency Requirements	26	3	B3
	A_CA	Capital Adequacy	26	3	C1/2
	ACAR	Capital Adequacy Requirement	26	3	C3

The four character codes are appended to the year and month of the return and stored in the relevant *qdata* etc directory. For example, the Statement of Assets return for the September 2003 quarter is stored as:

\apralife\quartrly\qdata\200309QSOA.xls

Similarly, the year ending 30 September 2003 Profit and Loss return is stored as:

\apralife\annual\adata\200309AP&L.xls

Viewing Old Forms

Forms for previous periods can be viewed. From the Main Screen, type in the appropriate Period Start and End dates, and select and open the form.

Note that if your company has archived the old forms, the relevant files may no longer be available for viewing on-line.

Copy to Disk

As with all PC functions, ejecting a diskette part way through a read or write process will cause problems. If this occurs during the 'Copy to Disk' process, APRA urges you to delete the data on the 'a:\' drive and re-start the process.

HELP! Desk

Please contact the HELP Desk by emailing: statistics@apra.gov.au or faxing 02 9210 3021. The HELP Desk should contact you within one day.